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16 September 1970

MEMORANDUM FOR:

SUBJECT : Improving Federal Reporting and Reducing  
Related Paperwork

1. Recent correspondence outlines a Government-wide project to analyze Federal paperwork requirements particularly in the area of reports management. The objectives of the study are to improve reporting, reduce related paperwork, and eliminate unjustified reporting requirements and associated reporting systems.

25X1 2. I have appointed [ ] to serve as the  
OC Project Officer and to represent OC on the DD/S Task Force  
headed by [ ]. To meet the requirements of this pro-  
gram will require a major effort and contributions from each of  
the OC components. I shall expect your full support of this program  
and request that each OC component Head designate a senior officer  
(GS-12 or above) to head the study within your own Office and to  
work on an OC task force, chaired by [ ]. Please submit  
the names of your nominees to [ ] by 18 September 1970.

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[ ]  
Director of Communications

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